



U.S. Department of Justice
Federal Bureau of Prisons
U.S. Penitentiary
Terre Haute, Indiana 47808

Number: THA-5267.07A
Date: July 02, 2004
Subject: Visiting Regulations

INSTITUTION SUPPLEMENT

1. **PURPOSE:** The Purpose of this Institution Supplement is to establish visiting regulations and procedures in accordance with the mission and goals of the U.S. Penitentiary and the Federal Prison Camp at Terre Haute, Indiana, and in accordance with the Program Statement 5267.7, Visiting Regulations.
2. **DIRECTIVES AFFECTED:** Program Statements 5267.07, Visiting Regulations, dated 04/14/03; 5510.09, Searching/Detaining of Non-Inmates, Arresting Authority, dated 03/06/98; and the current Institution Supplements on Entrance Procedures, Inmate Legal Activities, and Inmate Dress Code and Grooming; are referenced. Institution Supplement THA-5267.06B, Visiting Regulations, dated 05/07/03, is hereby superseded.
3. **CORRECTIONAL STANDARDS REFERENCED:**
 - a. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4505, 4-4504.
4. **ESTABLISHMENT OF INMATE VISITING LIST:** During the Admission and Orientation period, each inmate will complete Attachment 1, Request for Visitors. The appropriate Unit Manager is designated the responsibility to ensure proper and timely visiting list receipt and response (Attachments 2, 3 & 4).
 - a. Because of limited visiting facilities and manpower for supervision of visits, the number of visitors for the Visiting Room will not exceed five for an individual inmate, without the approval of the Operations Lieutenant or Staff Duty Officer.
 - b. At Terre Haute, an inmate's visiting list will not contain more than ten (10) friends and associates, other than immediate family members. Friends and associates are further defined as anyone that does not meet the criteria as an immediate family member. Immediate family members consist of mother, father, step-parents, foster parents, brothers and sisters, spouse, and children. An inmate's "spouse" can include a common-law relationship which was established in a state that recognizes this status. If the state does not recognize common-law relationships, then the person is not considered "immediate family." Staff needing further clarification regarding the states that recognize "common-law" relationships will contact the institution attorney. For this institution, step-brothers and sisters, who were raised with the inmate and for whom this information can be verified, will also be viewed as immediate family members. The inmate's immediate family members must be verified by the U.S. Probation Officer on the inmate's Pre-Sentence Report. If the Pre-Sentence Report verifies that another person or persons fulfilled the inmate's parental role, that person or persons can be viewed as immediate family. Immediate family members will be placed on the visiting list, absent strong circumstances which would preclude visiting, after an inmate has advised staff that he wishes to have them added to his visiting list. Inmates shall advise their Counselor, by the use of an Inmate Request to Staff Member, that they wish to add immediate family members to their visiting list. Inmates shall include the immediate family member's name, relationship, address, and age.

- c. Prior to their placement on the visiting list, the inmate will forward a visiting questionnaire to anyone he wishes to place on his visiting list. That individual will complete the form and return it to the inmate's unit team for approval. If a transferring inmate from another Federal institution has an approved visiting list from another facility, normally, members of the inmate's immediate family may be immediately placed on the visiting list, absent any strong circumstances which would preclude visiting. For all other potential visitors, even though they may have been on the inmate's approved list at another institution, at a minimum, an NCIC check will be completed prior to placement on the visiting list.
- d. When a potential visitor cannot produce valid PHOTO identification, and there is minimal or no information available about this potential visitor, the request to visit will be denied. Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or a children's program.

FOR INSIDE VISITS ONLY: The photo identification will be retained by the Front Entrance Officer. He/she will use this identification to confirm positive identification of visitors exiting the institution. Upon exiting, the Front Entrance Officer will return the identification.

- e. No visitor can be placed on more than one inmate's visiting list without approval of the Warden.

5. **GENERAL VISITING PROCEDURES:**

- a. **USP Terre Haute:** Visiting at USP Terre Haute will be Friday through Sunday and on holidays, from 8:00am to 3:00pm. No one will be admitted into the institution for visits after 2:00pm. On weekends and holidays, inmates will not be allowed to enter or exit the Visiting Room from 9:30am until the 10:00am count has cleared by Control. Special Housing Unit visitation concludes at 2:00pm.
- b. **FPC Terre Haute:** Visiting at FPC will be as follows:

 Monday and Friday - 5:00pm to 9:00pm

 Saturday, Sunday and Federal holidays - 8:00am to 3:00pm

 Visitors will not be admitted after 2:00pm without the Operations Lieutenant or Duty Officer's permission. When Monday is a Federal holiday, the visiting hours will be 8:00am to 3:00pm. Federal holidays falling on any other day will adhere to the 8:00am to 3:00pm visiting hours.
- c. Visitors will be allowed to park on Bureau Road prior to visiting hours commencing unless the institution is under fog procedures.
- d. Inmates at USP-Terre Haute will be allowed seven visits during a calendar month, and Camp inmates will be allowed seven visits per month. Any portion of a visit will be charged as one visit, to include evening visits at the FPC. The visits are not accumulative from one month to another. A completed visit is defined as the visitor(s) departing the institution property, and the inmate departing the visiting area, returning to his assigned quarters or work assignment.

- e. When an approved visitor arrives in the USP Visiting Room, the Visiting Room Officer will contact the inmate's housing unit officer. That officer will locate the inmate. If the inmate is on a job detail, the detail officer will write a pass for the inmate to return to the housing unit. The unit officer will then write the inmate a pass to the Visiting Room. Inmates are not permitted to go directly from their job assignment to the Visiting Room. If an inmate has not arrived at the Visiting Room within 45 minutes of his unit officer being notified, the Operations Lieutenant will be contacted and requested to expedite the inmate's arrival.
- f. In the event of overcrowding, generally, those inmates who have used the most visits will have their visits terminated first. However, the Visiting Room officer shall also give consideration to the distance the visitor has traveled, the visitor's relationship to the inmate, and frequency of previous visits. If it should become necessary to terminate visits between 8:00am and 3:00pm, the Operations Lieutenant and Duty Officer will be notified.
- g. Inmates who are on holdover status are allowed visits from immediate family, only with prior approval.
- h. When an inmate is moved between the Penitentiary and the Camp for any reason, he will automatically fall under the policies and procedures of the institution. All Camp inmates housed in the Special Housing Unit will have their visitation in the Special Housing Unit. All Special Housing Unit visiting for Camp inmates will be approved in advance for staffing purposes through the appropriate Unit Team.
- i. EXCEPTIONS.
 - (1) The Warden, AW's and Unit Managers are the only staff members authorized to approve extra visiting. Such approvals will be obtained well in advance of a scheduled visit and must be in writing, initiated by the Case Manager. Ordinarily, extra visiting authorization may be granted on weekdays and accommodate those visitors traveling long distances, and those unable to visit regularly. All regular visiting time must be used before approval of extra time.
 - (2) Any inmate who requires special precautions may have his visiting restricted when necessary to ensure the security and good order of the institution. These cases will normally consist of protection cases and inmates who cannot be allowed in the Visiting Room with other inmates from the general population. The visits will be two hours in duration and will be conducted in the Special Housing Unit, in the area provided for special visits, under direct supervision of either the Correctional or Unit Management staff. The Associate Warden (C/P) will make the final decision regarding the restrictions of the visiting time. During weekends and holidays, the Institution Duty Officer or Operations Lieutenant will make the decision regarding visiting restrictions of the inmates who fall into this category. Special visits will require prior written approval by the Unit Manager in advance of the visit.

6. **ENTRANCE INTO THE INSTITUTION:**

a. Attire:

- (1) Visitor Attire. All visitors are expected to dress appropriately. Visitors will not be permitted to wear revealing, form fitting, opened toed shoes, Hats, or suggestive clothing. Visitors will be permitted to

enter the front gate regardless of attire. In cases where the appropriateness of the attire is questionable, the Front Entrance Officer will summon the Operations Lieutenant or the Duty Officer to the Front Entrance. The Operations Lieutenant and/or the Duty Officer will

make the final decision as to the appropriateness of attire and whether admittance to the Visiting Room will be permitted. The Duty Officer or another staff member should be present as witnesses. Documentation of denial of visits will be signed by those present and provided to the Unit, and Staff Duty Officer (Attachment 4).

- (2) Inmate Attire. Inmates are responsible for being properly groomed and in the proper attire. The attire must be in accordance with existing policy.

Except for hospital bed patients, all inmates must wear a belt and issued khaki clothing that is clean and in good repair. Shirts will be tucked in and all buttons will be buttoned, except for the top button of the shirt. Absolutely no altered clothing will be permitted in the Visiting Room. This includes beltless pants with pockets, pleats, zippers, or belt loops that have been added. Headbands, Kufis, or other religious head gear may be worn when approved by the Captain's Office. If inmates bring items not authorized to enter the Visiting Room, they must be returned to their respective housing unit and will not be stored in the shakedown area. Camp inmates will wear institution issued clothes (shirt and trousers) and shoes. Personal clothing to include tennis shoes are not authorized. The clothing shall be in clean and neat condition. Inmates housed in units that issue jumpsuits must wear jumpsuits into the Visiting Room.

b. Identification:

- (1) All visitors must present a valid picture I.D., a drivers license, or a State issued I.D. card to the Front Entrance Officer, prior to entering the institution. This I.D. will be retained by the Front Entrance Officer. He/she will use this identification to confirm positive identification of visitors exiting the institution. The Front Entrance Officer will return the identification when the visitor exits the institution.

c. Contraband:

- (1) Each visitor shall be required to sign a copy of the Notification of Visitor (Attachment B of Programs Statement 5267.07), when the visitor arrives at the institution, acknowledging awareness and understanding of the possible penalties for violation of the policy and/or controlling statutes. When this form is signed, he/she also acknowledges having read, understood and agreed to the statement of Visiting Regulations, Attachment 6, previously sent to him/her by the institution. Should the visitor not have received or read this statement, he/she will be given the opportunity to do so prior to the visit.
- (2) Only the Warden can authorize the monitoring of a visitor restroom. This will only be done when there is reasonable suspicion that a visitor and/or inmate is involved, or attempting or about to engage, in criminal activity or other prohibited activity.

- (3) Narcotics Detection Screening: All inmate visitors entering the institution will be randomly screened for the presence of narcotic residue on their person. This test will be conducted using the drug screening machine. Using the vacuum with a clean patch, staff will wipe over their hands, packets, purse, shoes, etc. **If a positive result is detected, a second test will be conducted. If a second positive reading is obtained, visitation is denied for 48 hours. If the same visitor tests positive a second time in the future, visitation is denied for 30 days. A third failure will result in a 90 day visitation restrictions. A fourth failure will result in a 180 day visitation restriction. A fourth failure will result in a 180 day visitation restriction. If a visitor receives a 180 day restriction, he/she will be tested upon their restriction prior to being allowed admission in the institution.**
- (4) Each inmate shall be required to sign a copy of the Inmate Declaration/Acknowledgment Form (Attachment 10), by the Visiting Room Officer. By signing this form, inmates agree to the same declarations and acknowledgments as his visitor, if either are discovered introducing narcotics or other contraband into the institution.
- (5) Any effort to circumvent or evade these visiting regulations, may result in termination of visiting privileges.
- d. Inmates shall not take anything to or from the Visiting Room except a comb, handkerchief and a plain wedding band. No necklaces or chains. Religious medallions are permitted. Medication such as Nitroglycerin tablets may be permitted, when authorized by the Chief Medical Officer and Duty Officer. When medication is so authorized, a notation to this effect shall be made on the inmate's visiting record.
- e. All inmates in the USP Terre Haute will be strip searched before going into the Visiting Room and when coming out. **NOTE: ONE ON ONE IN THE SHAKEDOWN ROOM!** Camp inmates will also be strip searched on a random basis at the FPC.
- f. When a visit is finished, all inmates will be moved to the rear of the Visiting Room. The visitors will be moved to the front of the Visiting Room. All inmates will be positively identified by photo, and then the visitors will be released.
- At the end of visiting, all inmates will remain seated. The visitors will be moved to the front of the Visiting Room. All inmates will be positively identified by photo, and then the visitor will be released.
- g. Lockers: Metal lockers are provided for visitor storage. **All coats, hats, jackets, personal keys, and billfolds must be stored in the lockers.** Visitors will be permitted to take a small plastic bag with them to the Visiting Room. All material stored in the lockers will be examined by the Front Entrance Officer. No unopened parcels will be permitted in the Visiting Room. Purses, packages, and toys will not be permitted into the institution.
- h. Metal Detectors: All visitors to the Penitentiary will be required to pass through the metal detector. If a visitor cannot pass the metal detector, the Front Entrance Officer shall utilize the hand held detector (Frisker). If the visitor cannot pass the hand held metal detector, he/she will not be permitted to visit and will be asked to leave the institution. With the Warden's approval, a pat search may be conducted. If a visitor does not consent to a pat search, entry will be denied (see Institution Supplement THA-5510.5I). Documentation of such denial of a visit shall be forwarded to the inmate central file.
- i. Smoking: All Visiting Areas are NO SMOKING AREAS!!
- j. Monies for Inmates: No money may be left by a visitor for the inmate. All funds must be mailed via U.S. Postal Service.

k. Visiting Room:

- (1) Visiting inside USP Terre Haute shall be conducted in the visiting space provided. No other area is authorized for visiting. All visits will be approved in the Front Entrance before visitors are allowed admittance to the Visiting Room. Visiting Room Officers will assign seats in which inmates and their visitors use. Inmates are not permitted to select where their visit takes place. If the inmate does not comply as to where he will visit, the visit will be terminated.
- (2) Non-contact visiting will be conducted in the SHU visiting area. This is a non-contact room with telephone communication.
- (3) At the Camp, the visiting shall be conducted in the Visiting Room, or in the area provided directly outside the Visiting Room during those months offering comfortable visiting conditions. During winter hours, December 1, through March 15, and during inclement weather, outside visiting is not permitted. During these time periods due to limited visiting space, a completed visit will be considered after a period of four hours.

l. Visiting Records: The Visiting Room Officer/Camp Desk Officer shall maintain a record of each visit, regular or special, using Attachment 7 and 8. All Federal holidays will be counted as a free visit.

m. Conduct:

- (1) Visitors are expected to have complete control of their children while in the Institution/Visiting Room, and maintain them in the immediate vicinity of the visit.
- (2) It is permissible for the visitor to give an inmate any item from the vending machines, but is not permitted to remove these items from the Visiting Room. For this purpose, inmate visitors will be authorized to bring into the visiting room an amount of U.S. Currency not to exceed \$20.00 to be carried in the plastic bag as authorized in paragraph (g).
- (3) Documents or other papers may not be signed or examined in the Visiting Room without prior staff approval.
- (4) If a violation of visiting regulations occurs staff will complete an Infraction of Visiting Room Regulations Form (Attachment 6) notifying the inmate that further infractions will result in termination of his visit, and an incident report for the infraction.

n. Attorney Visits:

- (1) Attorney/client visits may occur as frequently as necessary. Attorney visits are not charged against the inmate's total number of monthly visits. Attorneys will be added to the inmate's visiting list and will show valid photo identification, i.e., Bar Card in the state he/she is practicing law, in addition to other identification.
- (2) Private areas for attorney/client visits are available in the Visiting Room. This area may be used during normal visiting hours on regular visiting days. Because of the limited number of private areas available, use will be on a first-come, first-serve basis.
- (3) All requests from attorneys seeking visitation, whether these requests be oral or written, will be directed to the appropriate unit team. The unit team will be responsible for preparing written authorization and notification for the visit. This procedure applies to all cases, except for parole revocation. The Case Management Coordinator will be the point of contact, and the responsible staff member to coordinate visits by attorneys representing parole revocation cases. Again, attorneys should be added to the visiting list so that interviews can routinely occur during normal visiting hours. Only the Warden may authorize the

use of recording equipment, translator, stenographer, or camera when requested. Upon the approval of the Warden, the Paralegal will prepare a memorandum for the Warden's signature, authorizing the request. The memorandum will be distributed to the Visiting Room, Front Lobby Officer, Front Entrance, Unit Staff, Operations Lieutenant.

- (4) Attorney visits will be held during normal visiting hours, except under emergency situations demonstrated by the attorney or inmate. The Paralegal Specialist (or Duty Officer, when the Paralegal is not available) will certify the need for an attorney visit outside the normal visiting hours. Although these visits can usually be accommodated, some time delays may occur while security and monitoring arrangements are made. Prior arrangements for these visits will be made by the Unit Manager, after consultation with the Captain.
- (5) Any document exchanged between an inmate and an attorney must be searched and inspected by staff for contraband, prior to the exchange. Any documents needed by an inmate for an attorney visit will be thoroughly searched by staff for contraband prior to the visit.
- (6) Both the Lobby and Visiting Room staff will expeditiously process attorney visits. Inmates will be called to the Visiting Room without delay. If the inmate does not arrive within 30 minutes, the Unit Manager and Operations Lieutenant will be notified and requested to expedite the inmate's arrival.

O. Consular Visits:

- (1) When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business. The Warden may not withhold this privilege even though the inmate is in disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.
- (2) Inmates may request consular visits through their unit team. The unit team will prepare written authorization for the visit and will route it through the Captain prior to distribution to all concerned areas. Consular visits will be scheduled during normal visiting hours.

P. CLERGY VISITS

- (1) **Minister of Record Visitation:** Each inmate will have the opportunity to designate a Minister of Record by submitting a written request to a Chaplain with the name, address and telephone number of this spiritual leader, clergy person, or official representative of the inmate's religion of record. The requested Minister of Record must submit to the Supervisory Chaplain a letter outlining his or her history with the inmate and stating his or her willingness to serve as the inmate's Minister of Record. A Minister of Record's credentials will be verified by and a security check processed by the Religious Services Department. The Supervisory Chaplain will then request that the inmate's unit staff place the identified clergy person on the inmate's visiting list as the Minister of Record. An inmate may only have one Minister of Record at a time. The Minister of Record will not count against the total number of authorized social visitors an inmate is allowed to have on his visiting list. A visit by the Minister of Record will not be counted as a social visit or be counted against the total number of visits an inmate is allowed each month. One Minister of Record visits will be allowed each month. Additional Minister of Record visits may be authorized, if determined necessary by the Supervisory Chaplain. Every visit will

take place in the visiting room during regular visiting hours and follow all procedures outlined in the visiting policies. As much privacy will be afforded to the inmate and minister of record who are visiting together as the security concerns in the visiting room allow.

- (2) **Clergy Visitation:** An ordained clergy person, religious leader or religious representative may visit at the inmate's request. If the request to visit is initiated by a clergy person, a Chaplain will confer with the inmate whether he agrees to the visit. The inmate's intent provides the direction for visit's accommodation. After a review of the minister's credentials and appropriate security checks, the visit will be scheduled in the visiting room during regular visiting hours and follow all procedures outlined in the visiting policies. A reasonable amount of time will be required to process the request before a decision is made to allow the visit to take place. Clergy visits do count against the total number of visits an inmate is allowed each month. Normally, no more than one Clergy visits will be allowed each month. Additional clergy visits may be authorized, if determined necessary by the Supervisory Chaplain.

7. **RESPONSIBLE DEPARTMENT:** Correctional Services

Keith E. Olson, Warden

DISTRIBUTION:

Warden
Division Heads
Department Heads
Case Managers
Visiting Room Officer
Camp Control Center Officer
Legal Library
Front Lobby
Front Entrance
Tower #1 Officer
Duty Officer Briefcase
NCRO Corr Pgms Adm
President AFGE

FEDERAL PRISON CAMP
UNITED STATES PENITENTIARY
TERRE HAUTE, INDIANA

REQUEST FOR VISITORS

TO: _____, Case Manager

FROM: _____ REG. NO.: _____ UNIT: _____

I request the following persons be placed on/(removed from) my approved visiting list:

NAME	AGE	RELATIONSHIP	ADDRESS

NON-FAMILY MEMBERS

(A separate sheet will be completed for each such visitor)

NAME: _____ RELATIONSHIP _____

AGE: _____ ADDRESS: _____

- City State
1. When and where did you meet this person? _____
 2. Does this person have any prior convictions? _____
 3. Is this person presently on parole or probation? _____
 4. What is this person's occupation? _____

U.S.P. TERRE HAUTE, INDIANA

APPROVED VISITING LIST

DATE :

TO: Visiting Room Officer

FROM: _____, Case Manager

RE: _____, REG. NO.: _____ UNIT: _____

The below listed individuals are approved to visit the above named inmate in accordance with the appropriate policy:

[illegible]

Attachment 3
THA-5267.07A

U.S. Department of Justice
Federal Prison System
U.S. Penitentiary

Terre Haute, IN 47802

Dear

This is to inform you that you have been approved to visit inmate

_____, Reg. No. _____. Attached you will
find a Statement of Visiting Regulations, which should answer any questions you have
regarding visiting hours, visitor behavior, and attire, etc. If you have any questions,
please contact me by direct correspondence to the above address or by calling
(812) 238-1531.

I hope your visit is an enjoyable one.

Sincerely,

Case Manager

enc.

U.S. Department of Justice
Federal Prison System
U.S. Penitentiary

Terre Haute, IN 47802

Dear

This is to inform you that you have been disapproved to visit inmate

_____, Reg. No. _____

for the following reason(s):

Regretfully,

Case Manager

cc: Central File
Inmate

UNITED STATES PENITENTIARY/FEDERAL PRISON CAMP
TERRE HAUTE, INDIANA

STATEMENT OF VISITING REGULATIONS

1. **USP-TERRE HAUTE:** Visiting days are Friday through Sunday. Hours of visiting are 8:00 A.M. to 3:00 P.M. Visitors will not be admitted after 2:00 P.M. On weekends and holidays, due to the institutional count, no inmates will be allowed to enter or exit the Visiting Room from 9:00 A.M. until the count clears.

FPC-TERRE HAUTE: Visiting days are as follows: Monday and Friday-5:00 P.M. to 9:00 P.M. On these days, visitors will not be admitted after 8:00 P.M. Saturday, Sunday and Federal holidays, visiting is from 8:00 A.M. to 3:00 P.M. with no visitors being admitted until count clears.

Visitors will be allowed to park on Bureau Road before the turn off to the U.S.P., prior to visiting hours commencing. When a visit is over, all visitors must leave the institution grounds promptly.

2. Inmates in the Penitentiary are assigned seven visits per month, and the Camp inmates receive seven visits per month. PENITENTIARY INMATES' VISITS WILL BE ACCUMULATED AS FOLLOWS: An inmate may receive more than one visit per day; if he does not leave the Visiting Room during these visits, it will only count as one visit. However, if he leaves the Visiting Room and returns to his quarters and/or work assignment and receives another visit, returning to the Visiting Room, this will count as another visit. Once a visitor enters the visiting area, the visitors will not be permitted to exit and re-enter the visiting area for the duration of the visiting day. **Any exceptions must be approved by the Visiting Room Officer.**
3. Ordinarily, all members of the immediate family (parents, brothers, sisters, wife, and children), will be placed on a man's visiting list. Children, age 17 and under, must be accompanied by an adult who is also an approved visitor. In-laws, as well as other persons not included in the immediate family, must obtain permission prior to any proposed visit. When each visit is approved, the visitor will receive a letter of approval. All persons placed on the inmate's visiting list must be requested by the inmate and approved by his unit team. All persons, age 16 and over, must provide valid identification, such as a driver's license, or other state issued identification. The photo identification will be retained by the Front Entrance Officer. He/she will use this identification to confirm positive identification of visitors exiting the institution. Upon exiting, the Front Entrance Officer will return the identification.
4. An embrace within the bounds of good taste is permitted when an inmate greets his visit. The same applies upon termination of the visit. Heavy petting or body contact, sitting on laps, covering with blankets, arms around each other, sleeping, laying on shoulders, etc., is not permitted. No action will be permitted that will be embarrassing or disrespectful to another person.
5. It is not permissible to bring photos, food (to include chewing gum and candy), packages or gifts of any kind into the Visiting Room. No written messages may be exchanged. Documents or paper may not be examined or signed. Letter type transactions should be handled (as a matter of record), through correspondence. No visitor will be permitted to carry into the institution any luggage or store any excessive amount of items in an institutional locker.
6. Visitors must keep their children under control and in the immediate vicinity of the visit. Visitors whose children disrupt or interfere with another inmate's visit may be asked to leave the institution. Keep toys in provided area.

7. Visitors sixteen or older will not be permitted to wear shorts, tight fitting clothing, spandex, or stretch material (to include stirrup type pants), mini skirts, hats, halter tops, midriff shirts, sleeveless tops, opened toed shoes, suggestive or revealing clothing of any kind. Also, clothing with slogans which may be considered inflammatory or offensive will not be permitted. Persons not conforming to these standards will be refused visiting privileges.
8. Abusive, vulgar, or otherwise repulsive language on the part of either inmates or visitors will not be tolerated. Everyone is cautioned to watch the use of such language anywhere within hearing distance of other inmates and visitors.
9. Purses and packages will not be allowed into the institution. Visitors coats, jackets, personal keys, and billfolds will be placed in the locker provided prior to visiting. Visitors are permitted to take small change purses (see through only), to their visit. Excessive amounts of currently or denominations larger than those accepted by the coin changers will not be permitted into the Visiting Room or stored in the lockers. No medication other than currently prescribed medication that may be needed during the visiting period, will be allowed into the visiting area.

At the Federal Prison Camp, one coloring book, crayons, and one stuffed (soft) toy, will be permitted into the Visiting Room.
10. Visitors will lock their cars and not return to them unless permission has been obtained from the Desk Officer. There are no facilities available for extra visitors or persons accompanying visitors to wait within the institution. In addition, **NO ONE IS PERMITTED TO WAIT IN THE PARKING LOT OR REMAIN ON THE GROUNDS FOR PERSONS VISITING AN INMATE.** No pets are allowed on the reservation at any time. This includes locking pets in cars while visiting.
11. Vending machines are available for use of visitors. Inmates are not allowed to use the vending machines. Loss of money in these vending machines is non-refundable.
12. There is no bus service between downtown Terre Haute and the institution. Taxi service is available from the bus station, as well as from Hulman Regional Airport. The institution is located about four miles south of Terre Haute, on the west side of Highway #63. Persons driving to the institution shall use the main entrance and follow the signs.
13. All visitors will be required, upon arrival, to complete a Contraband Form and will be held responsible if found in violation of the provisions therein. It is illegal for any person to introduce, or attempt to introduce, into or upon the grounds of any Federal Penal Institution, take or attempt to take, or send therefrom, anything whatsoever without the knowledge or consent of the Warden. **THE LAW PROVIDES THAT VIOLATORS MAY RECEIVE UP TO A TWENTY (20) YEAR SENTENCE.**
14. Only the Warden can authorize the monitoring of a visitor restroom. This will only be done when there is reasonable suspicion that a visitor and/or inmate is involved, or attempting or about to engage, in criminal activity or other prohibited activity.
15. The Visiting Room is a non-smoking area. No tobacco products, lighters, matches, or smoking material will be allowed in the Visiting Room.

ADDITIONAL REGULATIONS FOR THE CAMP

1. Inmates will not greet visitors at the Officer's desk located just outside the Front Entrance after being called. INMATES WILL NOT GREET VISITORS ON THE FRONT DRIVE OR NEAR THE CARS IN THE PARKING AREA BEFORE CLEARING THE VISIT WITH THE OFFICER. All visits will terminate in the Visiting Room. Inmates shall not walk visitors to the Camp front entrance.
2. All visitors to the Camp must remain within the visiting boundaries consisting of the Visiting Room. Visiting is not permitted ACROSS THE ROAD OR IN THE DRIVEWAY. SITTING ON THE GROUND OR SUNBATHING IS PROHIBITED.
3. Inmates may not leave the immediate visiting area once the visit has commenced without specific approval of the Desk Officer.

Any effort to circumvent or evade these visiting regulations will not only result in the denial of future visits, possibly over an extended period, but may also require that court proceedings be initiated against the visitor.

Your cooperation with the above instructions is necessary by both the inmate and his visitor(s) in order that visiting may be fully utilized for the benefit and enjoyment of all concerned.

United States Penitentiary Memorandum
USP-Terre Haute, IN

Date:

Reply to

Attn of: Visiting Room Officer in Charge

Subject: INFRACTION OF VISITING ROOM POLICY

To:

This is to advise you that inmate _____, Reg. No.: _____, was warned and reprimanded on this date for his misconduct in the Visiting Room.

Any further disregard by this inmate or his visitors for the rules outlined in Institution Supplement THA-5267,06, Visiting Regulations, dated 05/17/99, will result in immediate termination of the visit, and followed up with an incident report.

DESCRIPTION OF INFRACTION AND/OR MISCONDUCT

cc: Inmate
Inmate central file
Visiting Room file

THA-5267.07A

INMATE VISITING LOG[illegible]

INMATE VISITING LOG-----
Inmate Name & Number

NAME & RELATIONSHIP OF VISITORS	NO. VISITORS	DATE	TIME IN OF INMATE	TIME OUT OF INMATE	VISITS CHARGED

NOTE: This form will be used to charge appropriate visits. All required information will be filled in.

Total visits assigned each month: Institution - 7 visits Camp - 7 visits

Visits are not accumulative from one month to another.

Once an inmate has used his assigned visits for the month, a red line will be drawn below the last entry for that month and this will indicate all visiting privileges for that month have been used. Official visits (i.e., Attorney, IRS, etc.) should not be included.

This form will be used until full and then retained in the "Official Visit Jacket" for 90 days and then destroyed. This form does not replace Form LP98, and current procedures for placing information on the LP98.

THA-5267.07A

Date: _____

Day of Week: _____

[illegible]

U.S. PENITENTIARY/FEDERAL PRISON CAMP, TERRE HAUTE, INDIANA

VISITOR DECLARATION/ACKNOWLEDGMENT FORM

DATE: _____ TIME: _____

INMATE NAME: _____
Last First Middle

REGISTER NUMBER: _____

VISITOR NAME: _____ TELEPHONE #: (____) _____

VISITOR ADDRESS: _____

RELATIONSHIP TO INMATE: _____

By signing this form, I make the following declarations and/or acknowledgments:

1. I declare I do not have any type of narcotics and/or other contraband in my possession when I enter the Visiting Room at the U.S. Penitentiary/Federal Prison Camp, Terre Haute, Indiana.
2. I acknowledge I have been informed by institution staff my visiting privilege with inmate _____ may be revoked for a five (5) year period if inmate _____ is discovered introducing or attempting to introduce any type of narcotics and/or other contraband into the institution on this date.
3. I acknowledge I have been informed by institution staff all social visiting privileges for inmate _____ may be revoked for a one (1) year period if inmate _____ is discovered introducing or attempting to introduce any type of narcotics and/or other contraband into the institution on this date.
4. I, _____ have read and understand the above declarations and/or acknowledgments.

VISITOR SIGNATURE: _____

STAFF WITNESS: _____
Printed Name and Title

Signature

NOTE: NO VISITOR WILL BE AUTHORIZED TO ENTER THE VISITING ROOM WITHOUT SIGNING THE DECLARATION/ACKNOWLEDGMENT FORM.

U.S. PENITENTIARY/FEDERAL PRISON CAMP, TERRE HAUTE, INDIANA

INMATE DECLARATION/ACKNOWLEDGMENT FORM

DATE: _____ TIME: _____

INMATE NAME: _____
Last First Middle

REGISTER NUMBER: _____

UNIT: _____

MAKE THE FOLLOWING DECLARATIONS AND/OR ACKNOWLEDGMENTS:

I DECLARE I DO NOT HAVE ANY TYPE OF NARCOTICS AND/OR OTHER CONTRABAND IN MY POSSESSION
WHEN I ENTER OR EXIT THE VISITING ROOM.

I ACKNOWLEDGE I HAVE BEEN INFORMED MY VISITING PRIVILEGES MAY BE REVOKED FOR AN INDEFINITE
PERIOD IF I AM DISCOVERED INTRODUCING OR ATTEMPTING TO INTRODUCE ANY TYPE OF NARCOTIC
AND/OR OTHER CONTRABAND INTO THE INSTITUTION.

Inmate Signature: _____

Staff witness: _____
Print Name and Title

Signature

NOTE: NO INMATE WILL BE AUTHORIZED TO ENTER THE VISITING ROOM WITHOUT SIGNING THE
DECLARATION/ACKNOWLEDGMENT FORM.

Original to Visiting File